

**Government of the District of Columbia  
Office of the Chief Financial Officer  
Determination and Findings  
for a  
SOLE SOURCE CONTRACT**

**CONTRACT NUMBER:** RQ799854  
**CONTRACTOR:** Whitaker Brothers Business Machines, Inc.  
**CAPTION:** Annual Maintenance  
**PROGRAM AGENCY:** Office of Finance and Treasury (OFT)  
**CONTRACTING AGENCY:** Office of Contracts

**1. AUTHORIZATION**

D.C. Official Code §2-354.04; 27 DCMR 1304, 1700 and 1701

**2. MINIMUM NEED**

The Government of the District of Columbia (District), Office of Finance and Treasury(OFT) has a need for annual maintenance for Formax folder/sealer machines for the Office of Finance and Treasury.

**3. ESTIMATED REASONABLE PRICE**


The contract period is from the Date of Award through 15, 2013. The RQ amount is \$26,310.00. The contractor's pricing was determined fair and reasonable based on market research.

**4. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT**

Whitaker Brothers is a factory authorized reseller and servicing dealer for Formax in the District of Columbia. Whitaker Brothers is the exclusive dealer for the DC Metro Area, for Formax Folder/Sealer machines. Whitakers technicians have been factory trained and are certified to work on our high end pressure seal equipment.

5. **CERTIFICATION BY AGENCY HEAD**

I hereby certify that the above findings are true, correct and complete.

  
\_\_\_\_\_  
Jeffrey Barnette  
Director  
Office of Finance and Treasury

2-25-13  
Date

6. **CERTIFICATION BY CONTRACTING OFFICER**

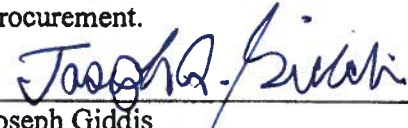
I have reviewed the above findings and certify that they are sufficient to justify the sole source extension of this contract under the cited authority. I recommend that the Director approve this sole source contract.

  
\_\_\_\_\_  
Sharon Guilford  
Purchasing Agent  
Office of Contracts

2/28/13  
Date

**DETERMINATION**

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive solicitation process under either Section 402 or 403 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code § 2-354.02 or 2-354.03). Accordingly, I determine that the District is justified in using the sole source method of procurement.

  
\_\_\_\_\_  
Joseph Giddis  
Director  
Office of Contracts

022813  
Date






## Intent to Award Sole Source Contract

<b>Title</b>	Whitaker Brothers Business Machines, Inc.
<b>Notice Date</b>	<b>February 15, 2013</b>
<b>Response Due Date</b>	<b>March 1, 2013</b>
<b>Contract Number</b>	RQ799854
<b>Contract Description</b>	Annual Maintenance Description: High end pressure seal equipment.
<b>Vendor Name</b>	Whitaker Brothers Business Machines, Inc.
<b>Procuring Agency</b>	Office of the Chief Financial Officer, Office of Contracts
<b>Point of Contact</b>	Sharon Guilford <a href="mailto:sharon.guilford@dc.gov">sharon.guilford@dc.gov</a> 202-442-8070







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## FY13 Sole Source Procurements

<input type="checkbox"/>	 CFOPD-05-C-904 -Instant Tickets - Notice of Sole Source - DF.pdf <a href="#">View</a> <a href="#">Download</a>	Title: Intent to Award Sole Source Contract Extension-Determination and Findings Instant Tickets Document #: CFOPD-05-C-904 Due Date: November 24, 2012 POC: Carla Roane (email – Carla.Roane@dc.gov or telephone 202-442-6452)	228k	v. 1	Nov 14, 2012, 4:22 PM	Drakus Wiggins
<input type="checkbox"/>	 CFOPD-05-C-904 - Instant Tickets Products - Notice of Sole Source - DF.pdf <a href="#">View</a> <a href="#">Download</a>	Title: Notice of Intent to Award Sole Source Contract Extension -- Document No.: CFOPD-05-C-904 -- Due Date: February 8, 2013 -- POC: Carla Roane email: Carla.Roane@dc.gov Telephone: 202-442-6452	142k	v. 1	Jan 29, 2013, 4:57 PM	Doretha Johnson (OCFO)
<input type="checkbox"/>	 CFOPD-07-C-026A - Financial Advisory Services - Notice of Sole Source D&F.pdf <a href="#">View</a> <a href="#">Download</a>	Title: Intent to Award Sole Source Contract Extension -- Determination and Findings for Financial Advisory Services -- Document #: CFOPD-07-C-026A -- Due Date: September 20, 2013 -- POC: Peter Lloyd (email – peter.lloyd@dc.gov or telephone 202-442-6431)	156k	v. 1	Sep 10, 2013, 4:06 PM	Doretha Johnson (OCFO)
<input type="checkbox"/>	 CFOPD-07-C-026B Financial Advisory Services -Notice to Award Sole Source - D&F.pdf <a href="#">View</a> <a href="#">Download</a>	Title: Intent to Award Sole Source Contract Extension -- Determination and Findings for Financial Advisory Services -- Document #: CFOPD-07-C-026B -- Due Date: September 20, 2013 -- POC: Peter Lloyd (email – peter.lloyd@dc.gov or telephone 202-442-6431)	156k	v. 1	Sep 10, 2013, 4:08 PM	Doretha Johnson (OCFO)
<input type="checkbox"/>	 CFOPD-07-C-026C Financial Advisory Services -Notice to Award Sole Source - D&F.pdf <a href="#">View</a> <a href="#">Download</a>	Title: Intent to Award Sole Source Contract Extension -- Determination and Findings for Financial Advisory Services -- Document #: CFOPD-07-C-026C -- Due Date: September 20, 2013 -- POC: Peter Lloyd	155k	v. 1	Sep 10, 2013, 4:09 PM	Doretha Johnson (OCFO)






(email – peter.lloyd@dc.gov or telephone 202-442-6431)

<input type="checkbox"/>	 CFOPD-07-C-026D Financial Advisory Services -Notice to Award Sole Source - D&F.pdf <a href="#">View</a> <a href="#">Download</a>	Title: Intent to Award Sole Source Contract Extension -- Determination and Findings for Financial Advisory Services -- Document #: CFOPD-07-C-026D -- Due Date: September 20, 2013 -- POC: Peter Lloyd (email – peter.lloyd@dc.gov or telephone 202-442-6431)	156k	v. 1	Sep 10, 2013, 4:10 PM	Doretha Johnson (OCFO)
<input type="checkbox"/>	 CFOPD-07-C-026E - Financial Advisory Services - Notice of Sole Source - D&F.pdf <a href="#">View</a> <a href="#">Download</a>	Title: Intent to Award Sole Source Contract Extension -- Determination and Findings for Financial Advisory Services -- Document #: CFOPD-07-C-026E -- Due Date: September 20, 2013 -- POC: Peter Lloyd (email – peter.lloyd@dc.gov or telephone 202-442-6431)	156k	v. 3	Sep 10, 2013, 4:12 PM	Doretha Johnson (OCFO)
<input type="checkbox"/>	 CFOPD-07-C-026F - Financial Advisory Services - Notice of Sole Source - D&F.pdf <a href="#">View</a> <a href="#">Download</a>	Title: Intent to Award Sole Source Contract Extension -- Determination and Findings for Financial Advisory Services -- Document #: CFOPD-07-C-026F -- Due Date: September 20, 2013 -- POC: Peter Lloyd (email – peter.lloyd@dc.gov or telephone 202-442-6431)	155k	v. 3	Sep 10, 2013, 4:14 PM	Doretha Johnson (OCFO)
<input type="checkbox"/>	 CFOPD-07-C-056 - Universal COllection Services - Notice of Sole Source - DF - May June 2013.pdf <a href="#">View</a> <a href="#">Download</a>	Title: Intent to Award Sole Source Contract -- Determination & Findings for Universal Collection Services -- Document #: CFOPD-07-C-056 - - Due Date: April 25, 2013 -- POC: Peter Lloyd (email – peter.lloyd@dc.gov or telephone 202-442-6431)	105k	v. 1	Apr 15, 2013, 1:47 PM	Doretha Johnson (OCFO)
<input type="checkbox"/>	 CFOPD-07-C-056 - Universal Collection Services - Notice of Sole Source - DF.pdf <a href="#">View</a> <a href="#">Download</a>	Title: Intent to Award Sole Source Contract -- Determination & Findings for Universal Collection Services -- Document #: CFOPD-07-C-056 - - Due Date: December 21, 2012 -- POC: Peter Lloyd (email – peter.lloyd@dc.gov or telephone 202-442-6431)	130k	v. 1	Apr 15, 2013, 1:47 PM	Doretha Johnson (OCFO)
<input type="checkbox"/>	 CFOPD-08-C-009A - Copier	Title: Intent to Award Sole	100k	v. 1	Aug 8, 2013, 1:30 PM	Doretha Johnson

	Services - Notice of Sole Source - DF.pdf <a href="#">View</a> <a href="#">Download</a>	Source Contract Extension - Determination and Findings for Copier Services -- Document #: CFOPD-08-C-009A -- Due Date: August 16, 2013 -- POC: Peter Lloyd (email – peter.lloyd@dc.gov or telephone 202-442-6431)				(OCFO)
<input type="checkbox"/>	 CFOPD-08-C-009B - Copier Services - Notice of Sole Source - DF.pdf <a href="#">View</a> <a href="#">Download</a>	Title: Intent to Award Sole Source Contract Extension - Determination and Findings for Copier Services -- Document #: CFOPD-08-C-009B -- Due Date: August 16, 2013 -- POC: Peter Lloyd (email – peter.lloyd@dc.gov or telephone 202-442-6431)	96k	v. 1	Aug 6, 2013, 5:16 PM	Drakus Wiggins
<input type="checkbox"/>	 CFOPD-08-C-028 - Cost Allocation Plan - Notice of Intent Sole Source - DF.pdf <a href="#">View</a> <a href="#">Download</a>	Title: Notice of Intent to Award Sole Source Contract Extension -- Document No.: CFOPD-08-C-028 -- Due Date: July 17, 2013 -- POC: Carla Roane email: Carla.Roane@dc.gov Telephone: 202-442-6452	101k	v. 1	Jul 8, 2013, 4:44 PM	Doretha Johnson (OCFO)
<input type="checkbox"/>	 CFOPD-08-C-031A - Medicaid Audit Services - Notice of Sole Source - DF.docx <a href="#">View</a> <a href="#">Download</a>	DF -- CFOPD-08-C-031A -- Medicaid Audit Services -- Notice of Sole Source	24k	v. 1	Apr 23, 2013, 11:25 AM	Doretha Johnson (OCFO)
<input type="checkbox"/>	 CFOPD-08-C-031A - Modification 7 - Sole Source Extension.doc <a href="#">View</a> <a href="#">Download</a>	Modification #7 -- CFOPD-08-C-031A -- Williams, Adley, and Company -- Medicaid Audit Services	57k	v. 1	Apr 23, 2013, 11:23 AM	Doretha Johnson (OCFO)
<input type="checkbox"/>	 CFOPD-08-C-040A - Bond Counsel Services - Notice of Sole Source Extension & DF.pdf <a href="#">View</a> <a href="#">Download</a>	Title: Intent to Award Sole Source Contract Extension -- Determination and Findings for Bond Counsel Services -- Document #: CFOPD-08-C-040A -- Due Date: October 7, 2013 -- POC: Anthony Stover (email – anthony.stover@dc.gov or telephone 202-442-7122)	243k	v. 1	Sep 27, 2013, 3:49 PM	Drakus Wiggins
<input type="checkbox"/>	 CFOPD-08-C-046A Disclosure Counsel Services - Notice of Sole Source Extension & DF.pdf <a href="#">View</a> <a href="#">Download</a>	Title: Intent to Award Sole Source Contract Extension -- Determination and Findings for Disclosure Counsel Services -- Document #: CFOPD-08-C-046A -- Due Date: October 7, 2013 -- POC: Anthony Stover	243k	v. 1	Sep 27, 2013, 3:48 PM	Drakus Wiggins

(email – anthony.stover@dc.gov  
or telephone 202-442-7122)

<input type="checkbox"/>	 CFOPD-09-C-018 - Website Development - Notice of Sole Source Extension & DF.pdf <a href="#">View</a> <a href="#">Download</a>	Title: Intent to Award Sole Source Contract Extension -- Determination and Findings for Website Development -- Document #: CFOPD-08-C-018 - - Due Date: October 7, 2013 -- POC: Anthony Stover (email – anthony.stover@dc.gov or telephone 202-442-7122)	237k	v. 1	Sep 27, 2013, 3:37 PM	Drakus Wiggins
<input type="checkbox"/>	 CFOPD-11-C-033 - Data Warehouse Maintenance - Notice of Sole Source - DF.pdf <a href="#">View</a> <a href="#">Download</a>	Title: Notice of Intent to Award Sole Source Contract Extension -- Document No.: CFOPD-11-C-033 -- Due Date: March 29, 2013 -- POC: Carla Roane email: Carla.Roane@dc.gov Telephone: 202-442-6452	38k	v. 1	Mar 19, 2013, 1:59 PM	Doretha Johnson (OCFO)
<input type="checkbox"/>	 CFOPD-13-C-001 - Consulting Services - Notice of Sole Source - DF.pdf <a href="#">View</a> <a href="#">Download</a>	Title: Intent to Award Sole Source Contract Extension - Determination and Findings for Consulting Services -- Document #: CFOPD-13-C-001 - - Due Date: October 13, 2012 -- POC: Peter Lloyd (email – peter.lloyd@dc.gov or telephone 202-442-6431)	112k	v. 1	Oct 3, 2012, 9:37 AM	Doretha Johnson (OCFO)
<input type="checkbox"/>	 CFOPD-13-C-002 - Research and Analysis Tax Consultant - Notice of Sole Source - DF.pdf <a href="#">View</a> <a href="#">Download</a>	Title: Intent to Award Sole Source Contract Extension - Determination and Findings for Research and Analysis Tax Consultant -- Document #: CFOPD-13-C-002 -- Due Date: October 13, 2012 -- POC: Peter Lloyd (email – peter.lloyd@dc.gov or telephone 202-442-6431)	110k	v. 1	Oct 11, 2012, 4:45 PM	Doretha Johnson (OCFO)
<input type="checkbox"/>	 CFOPD-13-C-014 - Real Estate Analytic Services - Notice of Sole Source - DF.pdf <a href="#">View</a> <a href="#">Download</a>	Title: Intent to Award Sole Source Contract - Determination and Findings for Commercial Real Estate Information and Analytic Services -- Document #: CFOPD-13-C-014 -- Due Date: November 26, 2012 -- POC: Peter Lloyd (email – peter.lloyd@dc.gov or telephone 202-442-6431)	230k	v. 1	Nov 16, 2012, 4:47 PM	Drakus Wiggins
<input type="checkbox"/>	 DCKV-2007-C-0001 -DMV	Title: Intent to Award Sole	161k	v. 1	Aug 7, 2013, 4:55 PM	Doretha Johnson

		Collections Services - Notice of Sole Source D&F.pdf <a href="#">View</a> <a href="#">Download</a>	Source Contract Extension -- Determination and Findings for Lock Box and Collection Services -- Document #: DCKV-2007-C-0001 -- Due Date: August 17, 2013 -- POC: Drakus Wiggins (email – drakus.wiggins@dc.gov telephone 202-442-7121)				(OCFO)
<input type="checkbox"/>		RQ799854 - High End Pressure Equipment Services - Notice of Sole Source - DF.pdf <a href="#">View</a> <a href="#">Download</a>	Title: Notice of Intent to Award Sole Source Procurement - Determination and Findings for High End Pressure Equipment Services -- Document #: RQ799854 -- Due Date: March 11, 2013 -- POC: Sharon Guilford (email – sharon.guilford@dc.gov or telephone 202-442-8070)	95k	v. 1	Feb 28, 2013, 4:41 PM	Dorothy Whisler (OCFO)
<input type="checkbox"/>		RQ809775 - Consulting Services - Notice of Sole Source - DF.pdf <a href="#">View</a> <a href="#">Download</a>	Title: Intent to Award Sole Source Procurement -- Determination and Findings for Consulting Services -- Document#: RQ809775 -- Due Date: June 23, 2013 -- POC: Sharon Guilford(email - Sharon.guilford@dc.gov or telephone 202-442-8070)	13k	v. 1	Jun 13, 2013, 4:21 PM	Doretha Johnson (OCFO)
<input type="checkbox"/>		RQ811523 - Reconfiguration of OTR Customer Service Call Center - Notice of Intent to Award Sole Source - DF.pdf <a href="#">View</a> <a href="#">Download</a>	Title: Intent to Award Sole Source Procurement Determination and Findings for Reconfiguration of OTR Customer Service Call Center -- Document#: RQ811523 -- Due Date: July 8, 2013 -- POC: Sharon Guilford (email – sharon.guilford@dc.gov)	18k	v. 1	Jun 27, 2013, 4:58 PM	Doretha Johnson (OCFO)
<input type="checkbox"/>		RQ811815 - Property Management Repair Services - Notice of Sole Source - DF.pdf <a href="#">View</a> <a href="#">Download</a>	Title: Intent to Award Sole Source Procurement -- Determination and Findings for Property Management & Repair Services -- Document #: RQ811815 -- Due Date: July 8, 2013 -- POC: Sharon Guilford (email – Sharon.guilford@dc.gov or telephone 202-442-8070)	20k	v. 1	Jun 27, 2013, 10:59 AM	Doretha Johnson (OCFO)
<input type="checkbox"/>		RQ815623 - Cable Services - Notice of Sole Source	Title: Intent to Award Sole Source Procurement D&F --	16k	v. 1	Aug 8, 2013, 1:38 PM	Doretha Johnson (OCFO)



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Document #: RQ815623 -- Due  
Date: August 18, 2013 -- POC:  
Sharon Guilford (email -  
sharon.guilford@dc.gov  
telephone 202-442-8070)

## Comments

You do not have permission to add comments.